


## Create Simple Hyperlinks

**Did you know...**...that you can create hyperlinks to web pages or email addresses in Word and PowerPoint simply by typing the full address?

### How to create hyperlinks to web sites and email addresses

1. **Open** MS Word
2. **Type** a web site address eg: JenMar Services website: [www.jenmar.biz](http://www.jenmar.biz) and press the space bar (or the Enter key).
3. **Notice** the address you typed has been underlined and changed to blue.
4. **Hold your mouse over the link** to display the tool tip on how to use a hyperlink  

5. **Hold down the Ctrl key, move your mouse pointer over the link** (it will change to a pointing finger) and then **click on the hyperlink** (your web browser will open and display the webpage).
6. **Return** to your Word document and **type an email address**. E.g. your own name; [jenni@jenmar.biz](mailto:jenni@jenmar.biz) and press the space bar (or the Enter key)
7. **Follow the link** to see that it opens an email with the address already entered in the To box, now all you have to do is complete your email message.

### Example

#### Step 5



#### Step 7

